Water Quality Program Winery General Permit (WGP) Renewal

General Permit Renewal Instructions

Access your WGP Renewal via SecureAccess Washington (SAW), a secure gateway to many government services, and the Water Quality Permitting Portal. If you have started the renewal process, please refer to the instructions at the end of this document to search your existing NOI applications and renewals.

Step 1: Sign up for a SecureAccess Washington (SAW) account. If you have a SAW account, go to Step 2.

- Visit https://secureaccess.wa.gov
- Complete the sign-up sequence by creating a new account
- SecureAccess Washington (SAW) will send you an email to activate your account (check your spam folder)

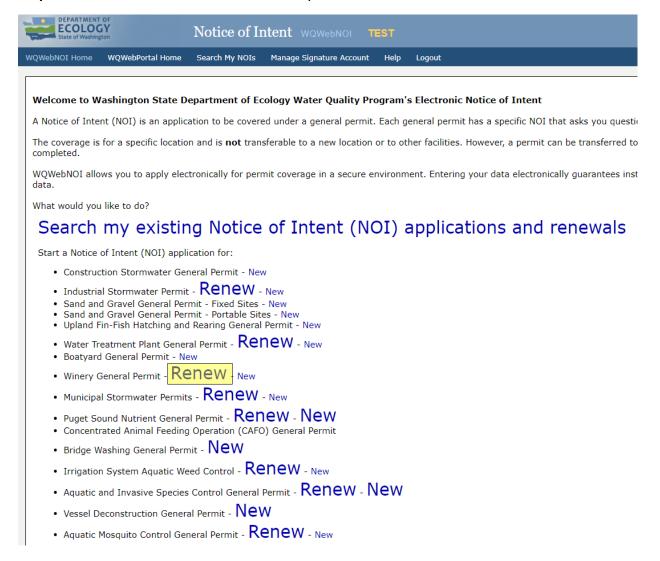
Step 2: Add a service for WQWebPortal. If you have access to the WQWebPortal service, start your renewal with Step 3.

- Log into your SecureAccess Washington (SAW) account
- Click on "Add New Service"
- Click in the box "I would like to browse a list of services"
- Click on "Department of Ecology"
- Look for "Water Quality Permitting Portal (WQWebPortal)" and click "Apply"
- Click "Ok" and then Click "Access" and then "Continue" to the Home Page

Step 3: Click "Permit Coverage – Renewal - Notice of Intent (NOI)" from the Water Quality Permitting Portal Home Page.

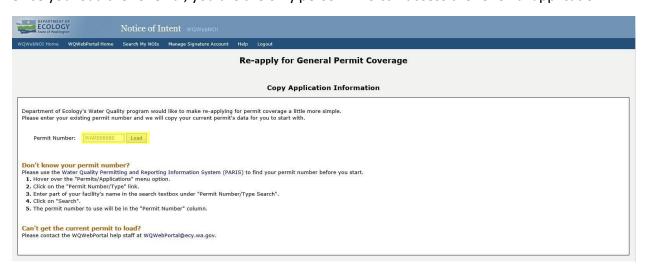


Step 4: Click the "Renew" link next to "Winery General Permit."

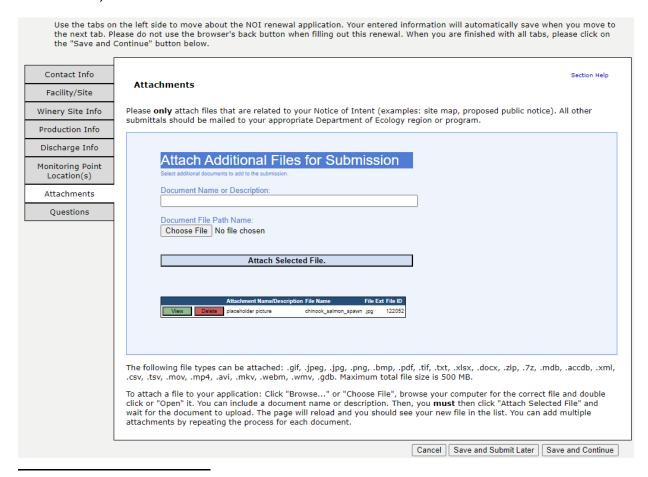


Step 5: Enter your permit #, including leading letters, and click the "Load" button.

Once you load the renewal, you are the only person who can access the renewal application.



Step 6: Review and make updates that are needed by clicking through the tabs on the left. When you are finished, click "Continue to Attachments". You will be redirected to the Attachment screen. When you are finished uploading attachments, or if you have no attachments to upload, click "Save and Continue". If you need to leave your application and finish it later, click "Submit Later."

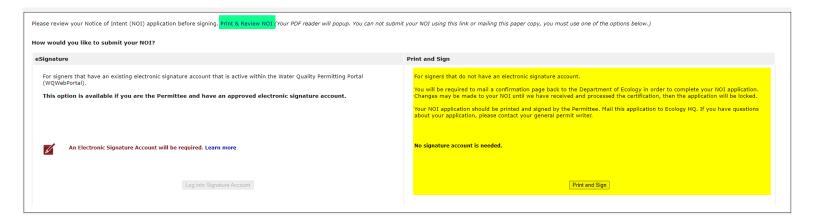


If you need to make changes to your site name, location, or mailing address, please email the permit administrator for instructions (see Ecology's <u>Winery General Permit webpage</u>¹ to find the contact information).

¹ https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Winery-permit WGP Renewal Instructions 2024

Step 7: Finalize the renewal

- Review the renewal at top of page and print a copy for your records (see green highlight).
- Print the Paper Certification for the Permittee to sign and mail to your Permit
 Administrator at the mailing address on the Paper Certification. Do not mail the
 Paper Certification to Ecology Headquarters.
- The Paper Certification must be signed by the Permittee.

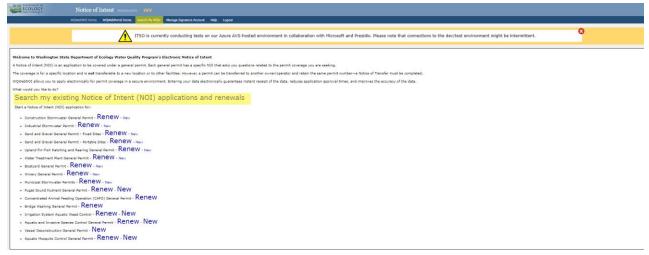


Already started a renewal? Find the existing renewal you started.

Click on top of page "Search My NOI"

OR

 In the middle of the page "Search my existing Notice of Intent (NOI) applications and renewals"



If you need assistance completing your renewal application, please email your permit administrator.